

No: EDN-U(E-V) Elem/Regularization/- 833  
Office of the,  
Deputy Director Elementary Education Una Distt Una (H.P.)  
Dated: 16/03/25

To,

All the Principals /Headmasters  
GSSS /GHS Distt. Una (HP)


Subject:- Regularization of C&V teachers appointed on Contract Basis.  
Sir,

On the subject cited above. Those C&V Contract Teachers are going to complete two years Continuous Service on Contract Basis as on 31.03.2025 and will become eligible for regularization .

In this regard , you are requested that the Service particulars of those C&V Contract Teachers working under your control (including Complex schools) ,whose two years service is to be completed on 31.03.2025 without any break may be supplied to this office on or before 25.03.2025 on Proforma-A alongwith supporting documents , failing which the individual concerned as well as the Principal /Headmaster concerned will be held personally responsible for the same.

1. Attested copy of appointment orders.
2. Attested copy of Academic/ Professional qualification /TET Where applicable
3. Work& Conduct/ VCC Certificate from the date of initial engagement to till date.
4. Character certificate issued by the Principal/ Headmaster Concerned.
5. Category certificate.(SC/ST/OBC and Sub Category if any.)
6. Latest Medical Fitness Certificate issued by the Chief Medical Officer Una(H.P).
7. Himachali Bonafide Certificate.

All the Principals/ Headmasters of GSSS/GHS Distt Una are further directed to sponsor the names of such C&V Teachers working under their control to the Chief Medical Officer Una for Medical Examination with their recommendation that they will become eligible for regularization after 31.03.2025.

  
Deputy Director Elementary Education,  
Una Distt Una (H.P.)


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1. Copy is forwarded to the Chief Medical Officer Una Distt Una for information and necessary action please.

  
Deputy Director Elementary Education,  
Una Distt Una (H.P.)

PROFORMA-A

**SUBMISSION OF PARTICULARS IN R/O CONTRACT TEACHER(C&V) FOR REGULARIATION AFTER COMPLETION OF 2 YEARS SERVICE AS ON 31.03.2025 WITHOUT ANY BREAK.**

1	Name of the Contract Teachers			I.P. No.		
2	Subject					
3	Father's Name					
4	Address of Present place of posting with contract No	Phone No with STD code or Mob. No. of Principal				
5	Name of the institution where initially joined. Also mention Distt, Mobile No., phone No. of the institution	Phone No with STD code or Mob. No. of Principal/Headmaster				
6	Permanent Address of candidate (Mob. No)		Mob. No of teacher			
7	Date of Birth		Male/Female			
8	Date of joining		Appointment order No. & date (Also attach the copy of same)			
9	Category(Gen/SC/ST/OBC/PHH/EXM etc.) attach copy	Attach certificate produced at the time of initial appointment				
10	Detail of un-authorized absence period. If any till 31.03.2025 for which salary not drawn					
	From (Date)	To (Date)	No of days	Reason of un-authorized absence		
11	Total length of service as on 31.03.2025 after excluding the period as mentioned in column No 10. In case E.O.L on medical grounds in that event medical certificate be also attached.					
12	Educational Qualification (Please attach copy of relevent certificates )					
	Qualification	Name of Uni/Board	Year of Passing	Total Marks	Marks Obtained	Percentage
	Matric					
	10+2					
	BA/BSc/B.Com					
	Professional qualification					
	TET where applicable					

**Signature of Contract (C&V)**  
(Name.....)

It is certified that Sh. /Smt./Mrs. \_\_\_\_\_ is working as contract who was intially appointed as such vide Deputy Director Elementary Education Una vide Letter No \_\_\_\_\_ dated \_\_\_\_\_ (Copy attached)

- His/her work and conduct is \_\_\_\_\_ during the period w.e.f \_\_\_\_\_ to till date ( to be attached separately, from the date of initial appointment to 31.03.2025 )
- 3 Certified that the information as mentioned above is correct as per the school relevant record.

**Signature of Principal/Headmaster/DDO (official seal)**

Date: \_\_\_\_\_

(Name of signing officer \_\_\_\_\_)